Administrative Services

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Director

The goal of Administrative Services is to provide continuous, efficient and high-quality administrative support to the public and Department employees. In doing so, we strive to assist the overall development of agriculture in Utah. Our motto is to provide exceptional customer service.

Information Technology Section

In the past year our Information Technology section has worked to improve department efficiency and protect the data entrusted to the information systems. We have also endeavored to update older applications to facilitate the day-to-day business of the department. The following are activities conducted by Administrative Services.

- Designed, wrote and implemented a registration system for Food Safety and Weights & Measures as required by legislation.

- Rewrote the Livestock Brand Registration System that now allows for an easier renewal process (by county) that includes a nationally registered Premise ID number in many cases.

- Rewrote and enhanced the Seed Lab program.

- Maintained over 60 programs

- Set up a system whereby credit card receipts can be processed at the cash window.

- Modified the Federal Non-fat Dry Milk program to distribute credit slips.

- Interfaced the RFID tags with the Elk system.

- Initiated monthly application change meetings to facilitate better communications

- Coordinated and worked with state ITS to rewrite a Food Sanitation Management system.

- Setup simplified Help Desk procedure for users.

- Coordinated with ITS to setup storage for our offsite back ups.

- Worked with State CIO to respond to over 5,000 survey questions for the consolidation surveys.

Our workload has increased to over 200 users, with desktop and palm computers as well as other devices. Our IT staff has resolved more than 1,973 problems this year while supporting three file servers, 65 department written applications (40 in Access) and a number of department-written utilities.

Information storage and processing use on the LAN's production server has risen to 156gb in June 2005. In addition, we maintain a web site on an ITS hosted server at DAS. And , we are in the process of setting up a Microsoft SQL Server for the Food Sanitation Management System.

With the increased threat of computer viruses we have begun updating virus signatures weekly and sometimes daily. In FY 2005 we encountered 45 reports of possible viruses and spy ware within the department. All but a few were false alarms.

Our Department web site is a continually updated source of news and information on current topics like West Nile Virus, BSE, and Mormon Crickets. Current information is available on agriculture related licenses, registrations and lists. Department Web site statistics as of May 2005.

- 13,236 unique visitors per month.

- The average unique visitor spends about 21.1 minutes at our site.

- 74 percent of visitors are from the United States.

- 658 licenses were renewed online for the 2005 year, that is (Nov. 2004 through May 2005). up 187% from last year's 229 renewals

- 18 were from out of country.

- 174 were from out of state.

- 484 were from Utah.

Human Resource Management

The Department's Human Resource section supports employees and management in job classification, compensation, recruitment, payroll and leave matters, rules, policies and procedures, employee benefits, Family Medical Leave Act, Americans with Disabilities Act, Employee Assistance Program, Educational Assistance, mediation, new employee orientation and employee training.

The 2005 legislature determined that all department Human Resource offices will be consolidated into one human resource division under the Department of Administrative Services. This change will take place July 1, 2006.

Department of Human Resource Management has implemented a new recruitment system, Utah Job Match. An applicant can now logon to www.statejobs.utah.gov and view State of Utah government job openings and apply on line for any job that matches their interests and skills. Access to the system is 24 hours a day, seven days a week. The applicant can also track the status of jobs for which they have applied. The UDAF Human Resource staff is trained and using the new system for all job openings.

Staff members serve on the State Training Consortium, the Human Resource Exchange Group, and the Payroll Users Group.

Financial Services

Federal Grants - There has been an increase in the number of federal grants that are available to the department. They require accounting support in order to track and account for the expenditures which are approved by the federal agency. Increased numbers of grants have gone from 17 grants in 1999 to 36 grants in 2005. Many of these grants are critical to our Animal Health & Plant Inspection Programs and help address our Homeland Security and Food Safety activities.

Accounts Receivable - During 2005 calendar year, we are mandated by law to renew all livestock brands and earmarks on record with the state every five years. This process has increased the number of cash transaction being processed. We were also mandated by the legislature to implement a new registration program which added to our cash transactions. We have had increased transactions with customers using our online renewal process to pay for licenses.

Accounts Payable - Increased us of purchasing card has enhanced the ability for employees in the field to purchase needed items keeping within the state policies and procedures without using petty cash or requesting a purchase order. Internal audits are conducted monthly to ensure compliance for all purchases being made by each division and department. Accounting staff is a part of an advisory group that is providing input on the new upgraded Advantage FINET system. The system will change the current organization structure being used to track budgets.

Mosquito Funding - During the past legislative session ongoing mosquito funds were appropriated to the department to contract with local counties that were interested in setting up a Mosquito Abatement program for the control of mosquitos and to monitor the possibility of the spread of West Nile Virus. Administrative Office is required to audit counties who are awarded funding to insure work plans are being met.

Licensing - More than 10,000 new or renewed licenses are processed annually in 36 categories for 10 regulatory programs, such as livestock dealers, livestock markets, nurseries, beekeepers, upholsterers, weighman, and etc.

Other Services - Mail distribution , payroll, reception, building security, motor pool services, building maintenance, organic & marketing order audits, and etc.